	MAY 21 1954
MEMO	RANDUM FOR: Director of Central Intelligence
entirent f	BCT : Supergrade Position, Office of the DD/A
SUBJ	
1.	PROBLEM:
4.	To obtain approval for establishing the position of Chief, Management Staff, Office of the DD/A, in grade GS-17, in lieu of the position of Chief, Management Improvement Staff, GS-16, Office of the Comptroller.
b.	To obtain the approval for the reassignment of currently in grade GS-17, from the position of Special Assistant to the Deputy Director for Plans, to the position of Chief, Hanagement Staff.
11o	FACTS SDARING ON THE PROBLEMS
1.	(5 April 1954) officially transferred the Agency
41.0	Management Program and staff to the Office of the Deputy Director for
	Administration from the Office of the Comptroller.
,	The position of Chief, Hanagement Improvement Staff, Office of the Comptroller, had been previously approved in the supergrade category in grade OS-16, but was vacant at the time of the transfer of the functions and staff to the Office of the DD/A. 25X1
5X1	The Acting Deputy Director for Administration has designated currently in grade GS-17, as Acting Chief, Management Staff.
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de	and the termofor of   will not increase the could respon te
5X1	approved supergrade nositions within the UD/A complex, but will in-
	crease the number of supergrade DD/A personnel obligating such posi- tions by one. This will be off-set by a corresponding decrease in
	occupied supergrade positions in the DD/F complex: Current Agency totals for supergrade and Public Law positions ares
	Ceiling 2
	Positions Approved
	Positions obligated by CIA employees Unobligated Balance
	Other Title and were supa
2	DT SCHROTOR •

Sased on classification review, the position of Chief, Management Staff is recommended for allocation in GS-17 as indicated in the Evaluation Report and Position Description, Tab 1.

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b. is considered qualified for reassignment to the GS-17  annagement position in view of his broad professional and administrative enteations in the draining, and has private and Federal Government experience, as outlined in the biographical Sketch, Tab 2.  h. ACTION EECONEMEDES  a. It is recommended that the position of Chief, Management Staff, Office of the Deputy Director for Administration, be approved in GS-17, without change in the Agency supergrade and Philis Law coiling.  25X1  b. It is recommended that be officially reassigned from the position of Special Assistant to the Unif to the position of Chief, Management Staff. Meassignment request is attached for signature as Tab 3.  Rarrison G. Reynolds Assistant Director for Personnel  3 Annexes  1. Swalumtion Report and Position of Special Assistant Director for Personnel  Rarrison G. Reynolds Assistant Director for Personnel  Action EX Approving Astronitis  Approved:  ACTION EX APPROVING ASTRONITIS  Date: 24 May 54  Approved:  OP/OND 11 (19 May 1954)  Distribution:  O & 1 - Addressee - Caturney to Assist Staffs By Assist  OP/OND 2 - ADP  2 - OND - ADP  2 - OND - ADP  2 - OND - ADP  3 - OND - ADP  4 - Addressee - Caturney to Assist Staffs By Assist  ASSISTANCE ASSISTANCE ASSISTANCE ASSISTANCE ASSISTANCE  ASSISTANCE ASSISTANCE ASSISTANCE ASSISTANCE  ASSISTANCE ASSISTANCE ASSISTANCE ASSISTANCE ASSISTANCE  ASSISTANCE ASSIS						
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### Evaluation Report

### Prepared by

### Classification and Wage Division

1.	Position	Present	Proposed	Personnel Office
		Spade_	Orade	Recommendation
	Chief, Management Staf	r 68-16	GS-17	G\$-17

### II. Evaluation of the Position

25X1

A. Organisational location and alignments

As a result of the recent transfer

5 April 1954) of the 'anagement Staff from the Office of the
Comptroller to the Office of the Deputy Director (Admin), the
Chief, Management Staff, reports directly to the DDA and the
Assistant DDA, both positions currently allocated in GS-16.
The Chief, Management Staff exercises administrative and technical supervision over the three Assistant Management Officers
for the DDA, DDI, and DDP Areas, GS-15, over the Chief, Regulations
Control Staff, GS-14.

### B. History of the Position:

The preceding position of Chief, Management Improvement Staff, Office of the Comptroller, was allegated in GS-16. Original allocation of GS-16 for the CIA Management Office was approved in December 1951. The recent "transfer" of the position has resulted in a direct reporting channel to the BDA. In addition, responsibility for the Agency Records Management Program, the Vital Materials Program and the Agency Regulation; system has been added to the position.

## C. External Comperisons:

No closely comparable management positions, at the departmental level, are known to exist. However, the following positions illustrate the levels of Management Officers in other Agencies:

Department of the Army

Office of Comptroller, Director of Management, Brigadier General

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### Department of the Army

Office of the Under Secretary, Special Assistant, Management Engineering, GS-16

Repartment of the Navy

Chief, Navy Menagement Staff, Captain

Pepartment of the Air Force

Assistant Secretary (Management) \$15,000 \*

Departy for Organization and Manpower, CS-16

Eureau of the Budget

Assistant Director for Management and Organization, GS-17 \*\*

- \* In addition to Wanagement activities is responsible for Reserve Affairs, and Contract Financing.
- \*\* Responsible for conducting research and development of improved plans for administrative management for the Federal Government, and for advising the expective departments and agencies with respect to improved administrative organization and practices.

### D. Internal Comparison:

The position is considered to rank with the position of Auditor-in-Chief, GS-17, in terms of comparability of staff responsibilities.

#### & Samery:

- (1) The position has increased an scope of eperations since approved in GS-16 due to increased exphasis on manpower utilisation, responsibility for the Becords Management Program, the Agency regulatory publication system, and other related Junations.
- (2) The position reports directly to the IDA, GS-18, whereas reporting channel previously was through the Comptroller.
- (3) External comparisons do not conclusively point to the allocation of the position to 65-17.

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(4) Intermelly, allocation of the position to GS-17 will result in a proper alignment with other DDA key positions.

# III. Considers and Recommendations

On the basis of the increased responsibilities of the position of Chief, Hangement Staff, since allocation in GS-16, and in consideration of alignment with other DDA Staff and Office Chief positions, it is recommended that the position be approved in GS-17.